

**PERSONNEL****VOLUNTARY LEAVE DONATION PROGRAM**

The Voluntary Leave Donation Program permits salary and benefits continuation for employees who have exhausted all accrued paid leave and sick leave bank benefits due to their own catastrophic illness or injury or due to the need to care for members of the employee's immediate family who are experiencing a catastrophic illness or injury. The Voluntary Leave Donation Program is not to be used in cases of short-term illness, such as routine maternity leave. Subject to the stated eligibility requirements, the employee's salary and benefits continuation is achieved through donations of sick, annual, or personal leave from the employee's colleagues. Employees must be a member of the sick leave bank and if eligible, exhaust all benefits under the sick leave bank before receiving voluntary leave donation benefits.

Participation as a donor in the Voluntary Leave Donation Program is strictly voluntary and solicitation for leave donation is not permitted.

The School Board reserves the right to abolish the Voluntary Leave Donation Program at any time if it considers the Program's abolishment appropriate or legally required. The School Board does not assume responsibility for any claims by any employee regarding the Voluntary Leave Donation Program from the time of its inception or any time in the future. In addition, the Voluntary Leave Donation Program is not subject to any grievance, administrative review, or any other type of procedural review by either donor or recipient employees.

The Superintendent shall promulgate regulations for the operation and administration of the Voluntary Leave Donation Program.

**Editor's Note**

See also division regulation R5-38.2 Voluntary Leave Donation Program

Adopted by School Board: May 27, 2003  
Revised by School Board: June 21, 2005

Board Review: June 21, 2005 Staff Review: June 28, 2005 Responsible Department: Human Resources
---